

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: January 13, 2009

**FROM: Marc A. Leonetti
State Controller**

**SUBJECT: Payroll Sign-Off For Pay Period #16 Ending 1-17-09
CPO 09-05**

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 2:00 pm on Tuesday, January 20, 2009.**

Payroll accounts can be transmitted on Friday, January 16, 2009 for agencies that have few exceptions.

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lac

CPO 09-02 PAYROLL SIGN OFF PP #11